



<b>Job Title:</b>	<b>TEACHER</b>	<b>Reports to:</b>	<b>Principal</b>
<b>FLSA status:</b>	<b>Exempt</b>	<b>Contract Days</b>	<b>186</b>
<b>Classification:</b>	<b>Certified-Non Admin</b>		
<b>Position Summary:</b>	This position provides an approved education program and establish a class environment that fosters learning and personal growth; establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education in accordance with each student's ability; maintains good relationships with parents and other staff members.		

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for the teaching of the District-approved curriculum that is aligned to the Arizona State Standards.
- Provides direct supervision to all assigned students.
- Responsible for maintaining classroom control.
- Assists in supervising the conduct and welfare of all students on the school premises or at school functions.
- Maintains complete and accurate records of student grades and attendance.
- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public.
- Works for continuous improvement of instruction in the classroom.
- Pursues professional study in the teaching field. Keeps informed of trends and progress.
- Attends staff meetings and professional development training provided by the District.
- Works with department chairs and administration in organizing and improving courses of study and the curriculum.
- Maintains a systematic plan for organization and presentation of daily teaching assignment.
- Provides prompt and careful attention to routine classroom matters.
- Advises students and contacts the parent/guardian when necessary.
- Cooperates with the advisor and/or administrator in any case that needs special attention.
- Cares for and assists in protecting school property.
- Assists in stimulating and supporting student activities.
- Complete any necessary coursework to ensure that Teacher is appropriately certified to teach the grade level and subject area they are assigned.
- Responds with tact and courtesy in public or telephone/email contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Perform to the best of your ability other duties that may be assigned by the building Principal

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs.
- Ability to motivate adolescent youth to work to meet high expectations.



- Ability to provide effective classroom instructional and management skills.
- Exceptional interpersonal and communication skills with students and parents, written and oral.
- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels.
- Positive experience in working closely with parent and/or community groups.
- Willingness to go “above and beyond” to support students in achieving academic goals.
- Commitment to continued personal and professional growth.
- Willing attitude to be a part of the school team; strong sense of professionalism skills.
- Management and organizational ability, common sense, motivation, positive attitude.
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.
- Ability to maintain classroom control and a productive learning environment/climate.

## **QUALIFICATIONS & REQUIREMENTS:**

- Bachelor’s degree from an accredited college or university
- Valid Arizona teaching certificate
- IVP Fingerprint clearance card issued by the Arizona Department of Public Safety

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

EEOC: Prescott Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

Disclaimer: *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*